



BUCKSKIN SANITARY DISTRICT

P O Box 5398
Parker, AZ 85344

MINUTES

OF THE BUCKSKIN SANITARY DISTRICT BOARD OF DIRECTORS

Regular Meeting

Tuesday, January 15, 2019 @ 6:00 p.m.

BSD District Offices 8832 Riverside Dr. Parker, AZ 85344

Elected Board Members and District personnel present: Chairman Jeff Daniel, Director Jay Clagg, Director Andy Hinson, Director Gary Svider Staff: District Manager, Wayne Posey, District Admin Pam Stark. Telephone: Paul Harter Legal Counsel Other: Mike Byrd & Amber Byrd, River Septic.

1. Call to Order/Roll Call

Chairman Jeff Daniel called the meeting to order and held roll call at 6:04 p.m.

All were present

2. Call to Public

None

3. (Action Item) Nominations and Election of Board Officers for 2019, effective January 15, 2019.

Director Jay Clagg asked about making a motion to keep the officers the same as the previous year. Wayne explained that they needed to do them one at a time. Pam explained that they couldn't do that as they no longer have a Board Member on the Board that held an officer title.

Director Clagg made a motion to nominate Jeff Daniel as Chairman of the Board

Director Hinson seconded

Vote – 4 ayes

Director Hinson made a motion to nominate Jay Clagg as Vice-Chairman of the Board

Director Svider seconded

Vote – 4 ayes

Director Svider nominated Andy Hinson to be Secretary/Clerk of the Board

Director Clagg seconded

Vote – 4 ayes

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letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W.,

Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

*Director Hinson nominated Gary Svider as Treasurer of the Board
Director Clagg seconded
Director Svider declined the nomination as he felt he couldn't devote the time to the position. He offered to be Secretary Clerk and to nominate Director Hinson as Treasurer.*

*Director Svider withdrew his nomination of Andy Hinson as Secretary/Clerk and
Director Clagg withdrew his second and all Voted aye*

*Director Clagg nominated Gary Svider as Secretary Clerk
Director Hinson seconded
Vote – 4 ayes*

*Director Svider nominated Andy Hinson as Treasurer
Director Clagg seconded
Vote – 4 ayes*

4. (Action Item) Disclosure and declaration of Buckskin Sanitary District meeting date, time and location.

Director Clagg made a motion to approve the BSD meetings to be held the third Tuesday of every month at 6:00 p.m. at the BSD District Offices.

*Director Svider seconded
Vote – 4 ayes*

5. (Discussion Item) Open Meeting Law Training for Board Members
Paul Harter, Legal Counsel conducted an Open Meeting Law Training with the Board Members and staff. Director Daniel asked about Executive Session meeting minutes being approved at the following Board Meeting and Mr. Harter said he didn't believe so but he wanted to double check and would get that answer back to the Board.

Wayne asked the Chairman to move Item 7C forward so that Mr. Harter could discuss the open seat that is vacant for the next 4-year term.

So, granted and Mr. Harter stated that the Board is required by Statute to appoint someone to fulfill the vacant seat that was not filled by election. He stated that a Notice need to be advertised and posted to accept applications and that the Board is to interview all applicants and make a decision on one person to fulfill the vacant 4-year term. If no one applies, then wait and repost the vacancy at a later date and do the process all over again. The requirements for the seat are that they are a registered elector, be over the age of 18 and reside within the Buckskin Sanitary District.

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6. A). Approval of Regular Meeting Minutes dated 12/18/18

Director Clagg made a motion to approve as read

Director Hinson seconded

Vote –4 ayes Motion passed

B). Approval of Accounts Payable dated 12/01/2019 – 12/31/2019

Director Hinson made a motion to approve as read

Director Svider seconded

Vote –4 ayes Motion passed

7. (Discussion Item) District Managers Report

A). Plant Operator Report

Mike Byrd from River Septic presented the report to the Board And talked about the Brooke Water spill and that it flowed down toward an open tap that had been newly installed and the water all went into the Dirt Lift Station. He also talked about the direct flow hitting the plant all at once and the problem it caused and the fix they made. He also asked Wayne if he wanted to talk about the recent break in the Keys 1 force main and they went over that, and Wayne showed them the old pipe.

B). Administrative Report

Pam stated that she really didn't have anything new to report and it was just business as usual. She did say they were gearing up for the new connections in Area 4.

C). Project Status Report - Resumed

Wayne updated the Board on Contract 104 at the WWTP and said that the contractor Kinney Construction was close to completing Contract 104. He said that the manhole coaters were coming out on Thursday and they were also going to coat some other things while they were here as well. He talked about the good working relationship with Brooke Water and the line that was installed (or portion of) for future Brooke Water line replacement to their compound and to Sandpiper. He included pictures of some of the work that has been happening. He said that we are ready to go to advertise for the residential connections in Area 4 however now that the government is on furlough we have to wait as USDA must attend the pre-construction meeting and a date had not been set previously. He stated that WOOD is still working diligently on the Phase 5/6 designs as well.

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Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

8. (Action Item) Discussion and possible action for the Board to approve the January 2019 progress payment #2 application for Kinney Construction Services, LLC, subject to USDA Rural Development funding Agency concurrence in the amount of \$62,057.35 for the construction of the Phase 4 Wastewater Treatment Plant Headworks Contract 104.

Wayne explained that this is the second pay app for Kinney Construction Service, LLC and the work that has been done at the WWTP under Contract 104.

Director Clagg made a motion to approve as read

Director Hinson seconded

Vote –4 ayes Motion passed

9. (Action Item) Discussion and possible action for the Board to approve the selection of Parkson so supply the Goods and Special Services related to the Equipment Procurement (Pre-selection) of the advanced secondary treatment system process for the Buckskin Sanitary District Phase 5/6 Wastewater Treatment Plant Design and to authorize the District Manager to negotiate a contract.

Wayne went over the process that was used to review and select a firm from the RFP that closed on December 12, 2018. He said that the engineers from WOOD and Glenn Panaro and himself went over the proposals and used a rating system to rate the firms and Parkson was the final choice. He said that the next step would be to put together the contract documents and they would come back to the Board for final approval.

Director Hinson made a motion to approve as read

Director Svider seconded

Vote – 4 ayes Motion passed

10. Executive Session - None

11. Open Comment

Director Hinson asked Pam to email him what his duties are for the new role he has been assigned as Treasurer. Chairman Daniel asked if there was any business needed for the next meeting and there was no requests.

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Next Regular Board Meeting will be February 19, 2019

12. Adjournment

Director Jeff Daniel adjourned the meeting at 7:51 p.m.

Minutes approved _____ Dated _____
Chairman Jeff Daniel

DRAFT

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